



D.C. COMMISSION ON THE ARTS AND HUMANITIES

DC MAIN STREET ARTS INITIATIVE

Request for Proposals

The D.C. Commission on the Arts and Humanities, with assistance from the federal government, seeks to support arts and cultural facilities in the District of Columbia's twelve designated *Main Street* neighborhoods:

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| 1. 14 th and U Street, NW | 7. Dupont Circle, NW |
| 2. 14 th Street Heights, NW | 8. Gateway Georgia Avenue, NW |
| 3. Adams Morgan, NW | 9. H Street NE |
| 4. Anacostia, SE | 10. Mount Pleasant Street, NW |
| 5. Barracks Row, SE | 11. North Capitol Street |
| 6. Brookland, NE | 12. Shaw, NW |

Organizations are invited to apply for one-time capital funding support in the form of matching grants to help defray costs related to the improvement, expansion and rehabilitation of existing buildings owned or leased by nonprofit cultural institutions. The types of facilities involved may include, but are not limited to museums, galleries, theaters, offices, arts storage/conservation, film exhibition, studios and historic buildings. Examples of funded projects may include roof replacement, HVAC, handicapped accessible bathrooms, theatrical lighting and sound, dance floors, fire safety systems, façade restoration, elevator installation, electrical and advanced networks wiring. This funding is intended to ensure that facilities are safe, comfortable, and efficient, so that arts groups may expand audiences and enhance their art form.

Funding for this program is part of a special initiative designed to bolster efforts in areas identified by the DC Office of Planning. Organizations not in designated Main Street areas are not precluded from applying, however, priority consideration is given to those that are in designated Main Street areas.

Application Deadline

All application must be received in the office of the D.C. Commission on the Arts and Humanities by **Thursday, March 3, 2005, 7:00 pm.** Postmarks are not allowed. To apply, complete the enclosed application and submit all required materials to the attention of: Jose Dominguez, Project Manager, D.C. Commission on the Arts and Humanities, 410 Eighth Street, N.W., Fifth Floor, Washington, D.C. 20004. **Requests will be subject to the availability of**

funds during the fiscal year, with priority given to new projects taking place in designated Main Street areas of the District. The signed original and five copies of all materials are required.

Eligibility

Organizations must meet the following criteria:

1. Have principal place of business located in the District of Columbia.
2. Be incorporated as an arts or cultural entity which has exhibition, presentation, or training in the arts as its primary function.
3. Have Federal (IRS) and D.C. tax-exempt status for at least one year prior to the application deadline, and should both be currently in good standing.
4. Have an annual budget that is less than \$500,000.00.
5. Have received funding from the D.C. Commission on the Arts within the past three years.
6. Own or hold lease of facility at the time of application for an unexpired period of at least five years. (For the purpose of meeting this requirement, the period of a renewal option contained in the current lease will be considered, provided such renewal does not require landlord approval.)
7. If the organization rents its facility, the unexpired period of the lease must be equal to or longer than the “useful life” of the project.
8. Must demonstrate evidence of new construction to an existing facility and/or property.

Application Review

Applications will be reviewed by a panel of experts, as funding is available.

Evaluation Criteria

Proposals will be judged based on the following evaluative criteria:

1. Strength and quality of the organization’s cultural programs and administration.
2. Need for proposed project activities.
3. Ability to match funds and complete the project.
4. Appropriateness of the project consultants.
5. Inclusion of architects, engineers, and other pertinent professionals that must be licensed in the District of Columbia.
6. Organization’s demonstrated ability to operate and maintain the facility after improvements are made.

Funding Priorities

Applicants should carefully evaluate their projects in the context of the following priorities before submitting a request for funding:

1. Projects that occur in Main Street neighborhoods of the District.
2. Projects that improve, expand, or rehabilitate buildings to provide for handicapped accessibility.

3. Projects that increase and assure public access to the arts.
4. Projects that address known health and safety deficiencies.
5. Projects that reduce organization's operating costs.
6. Project that create or improve access to facilities for working artist.

Grant Amounts

Requests may range from \$20,000 to \$100,000 and must demonstrate dollar for dollar cash match. **In-kind contributions may not be used to satisfy the matching requirement.** Funds may not be used to support general operating expenses, colleges, universities, service organizations and D.C. Public and Charter Schools, other federal or local government agencies, or for the purchase of land or property.

Notification

All applicants will be notified in writing by May 1, 2005. Telephone calls are strongly discouraged. Funding awarded for FY 2005 must be spent between May 1, 2005 and March 30, 2006. A final report will be due by April 15, 2006. All former D.C. Arts Commission grantees are required to submit outstanding final reports to be considered for funding. Grant award recipients are also subject to evaluation and/or site visit(s) by the Commission during the grant period.

Submission Requirements

1. Narrative of up to two pages including: a) Mission statement of the organization. b) Brief history and description of current programs and activities. c) Examples of the organization's service to the community. d) Targeted audience being served.
2. Four page description of proposed project detailing: a) Explain established need for the project. b) Describe the planning process that resulted in the identification of this project as meeting the defined need. c) Outline the projected impact completed project will have, both financially and programmatically, on organization's operations.
3. Describe how project will meet the funding priorities as outlined previously in these guidelines. (Request for lighting and/or sound equipment should explain why the requested equipment was chosen and whether it has been used or tested in the facility prior to purchase.)
4. One page schedule of specific planned activities with detailed timeline.
5. Resume(s) of key personnel and/or project consultants involved. Up to two pages per resume.
6. One page project budget including revenue and expenses, with detailed line items.
7. One page budget narrative explaining line items in project budget.
8. 2004 financial statement signed by organization's accountant or fiscal officer. If 2004 is not available, submit 2003.

9. Additional printed support materials not to exceed six items, e.g. letters of support, reviews, programs.

ALSO SUBMIT ONE COPY OF THE FOLLOWING ATTACHED TO ORIGINAL PACKET.

10. One copy of IRS Letter of Determination and D.C. Tax Exempt Certificate.
11. Work sample that demonstrate organization's artistic offerings to the District of Columbia resident, e.g. audiotape, videotapes, slides.
12. Copy of signed lease agreement or deed of property.

DC Main Street Initiative

APPLICATION DEADLINE:
Thursday, March 3, 2005 at 7:00 pm

DATE: _____

SUBMIT: ONE ORIGINAL PACKET (the signed application form and its attached submission requirements) and 5 copies, collated, binder clipped or stapled.

Ward# _____ Amount Requested \$ _____

Organization's Legal Name _____

Address (P.O. Box not accepted) _____

_____ WDC, Zip Code _____

Contact _____ Telephone _____

Fax _____ Email _____

D.C. Tax Exempt # _____ Federal ID # _____

Date Founded _____ Date Incorporated _____ 2004 Income _____

2004 Revenue _____

30 Word Summary of Proposal Activities

I hereby certify that the information in this proposal and its attachments are true and correct to the best of my knowledge.

Signature of Executive or Managing Director

Date